



Naval Acquisition Intern Program (NAIP)



NSPS Performance Appraisals Improving Your Self- Assessments

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Lessons Learned



- ◇ ***Many Self Assessments:***
 - ◇ ***Were not completed in the PAA***
 - ◇ ***Did not address individual job objectives in a substantive and quantifiable way***
 - ◇ ***Listed accomplishments without identifying results***
 - ◇ ***Included accomplishments outside of the rating period***
 - ◇ ***Used acronyms not familiar to the panel***



Self Assessment - Do's



Do...

- ◇ **Complete a Self Assessment**
- ◇ **Take the “Self Assessment, Pay Pools and You” course.**
- ◇ **Spell out Acronyms**
- ◇ **Read the Performance Indicators that must be met in order to achieve each Benchmark and Contributing Factor Adjustment.**



Self Assessment - Do's



Do...

- ◇ **Identify Specific Accomplishments that pertain to the objectives.**
 - ◇ **Identify competencies achieved on IDP**
 - ◇ **Identify percentage of IDP completed during rating period.**
 - ◇ **Identify specific DAWIA courses taken or registered for during the rating period.**
 - ◇ **Specify Level of certification and date obtained, if applicable.**
 - ◇ **Specify your year in the program**



Self Assessment Don'ts



Do Not...

- ◇ **List accomplishments without reference to an objective and/or results achieved**
- ◇ **Use acronyms or terms which may not be understood by others outside of your career field.**
- ◇ **Cite accomplishments outside of the rating period.**



Recommendations



- ◇ **Complete a Self Assessment**
- ◇ **Compose and save your Self Assessment in a Word document**
- ◇ **Check your grammar and spelling**
- ◇ **Review the performance indicators for each Benchmark (Level 3 and Level 5)**
- ◇ **Provide clear and specific examples of how you have met the performance indicators**
- ◇ **Complete your Self Assessment on time!**



Example 1



◇ **Objective 1: IDP Competencies**

Say:

- ◇ **Submitted IDP on [Date]**
- ◇ **Completed the following Competencies [List Competencies]**
- ◇ **Accomplished the following [Project, Contract, etc.] using the following competencies learned [Describe Significant Accomplishment]**



Example 2



◇ **Contributing Factor: Technical Proficiency**

Say:

- ◇ **HOW you achieved your IDP competencies**
- ◇ **How you stayed up-to-date on your professional/technical specialties AND apply this knowledge to improve your performance**
- ◇ **HOW you make a connection between your competencies**



Example 3



◇ **Objective 2: DAWIA Certification**

Say:

- ◇ **Received Level [Insert Level]
Certification on [Insert Date]**
- ◇ **Completed the following courses on
[Date]**
- ◇ **Registered for the following courses [List
Courses]**
- ◇ **Indicate Percentage of DAWIA courses
completed**



Example 4



◇ **Contributing Factor: Critical Thinking**

Say:

- ◇ **How you integrated your DAWIA training into on-the-job assignments**
- ◇ **How you used additional sources of information to accomplish your DAWIA training**
- ◇ **How you were able to accomplish DAWIA training and manage on-the-job assignments successfully**